



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SUPPORT ACTIVITY AREA III
UNIT #15716
APO AP 96271-5716

REPLY TO
ATTENTION OF:

EANC-HG-RM (100)

17 July 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Support Activity Area III, Policy Memorandum #23, General Rules Affecting Entitlement to Per Diem for One Day Trips

1. This policy **supersedes** USASA AIII Policy Memo #23, SAB, dated **30 May 2000**.
2. In accordance with existing travel regulations and Comptroller General decisions, agencies may define a radius or commuting area that is broader than the limits of the official station within which per diem will not be allowed for travel within **one** calendar day. Per diem is a not statutory right and it is within the discretion of the agency to pay per diem only where it is necessary to cover the increased expenses incurred in the performance of official duty (31 Comp Gen 264)
3. In accordance with 19th TSC TDY Cost Reduction Measures, personnel traveling to locations within two hours, or 140 km of their duty location (the local commuting area) are not entitled to per diem and travel orders should not be issued. However, in accordance with the JTR and JFTR, per diem is payable for a travel day that reasonably is expected to and does exceed 12 hours and for mandated overnight stays (ie, exercise requirements). TDY (with per diem) to Seoul, Yongsan, and Wonju is authorized for attendance at meeting s/training when the activity attended exceeds eight hours in duration. Otherwise, no per diem (including the actual cost of meals while traveling) is payable. Reasonable and necessary transportation costs are still reimbursable.
4. Travel to other areas of the country (ie, Taegu and Kunsan) should also be done without per diem whenever possible. Furthermore, meetings and training session must be scheduled to begin late enough in the day and to end early enough in the day to permit travel to and from the attendees Official Duty Station in the same day. In this case, the traveler is not authorized per diem and travel orders are not necessary, except to obtain train tickets paid for by the Korean Government. If travel orders are issued solely for the purpose of obtaining train tickets paid for by the Korean Government, it is the traveler's responsibility to get the orders cancelled **within five days** of completion of the travel.

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5. **POC** is the Director of DRM at 753-6099.

Michael D Clay 17 Jul 02
MICHAEL D. CLAY
COL, IN
Commanding

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